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Office of Training

SCHEDULE OF COURSES

January – June 1967



December 1966

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SCHEDULE OF COURSES

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Changes will be announced in OTR Bulletins
or in Special Bulletins.

Additional copies of the Schedule of Courses
may be obtained from the Admissions and
Information Branch, Registrar Staff, OTR,
extension 2365 or 2896.

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Schedule of OTR's Courses -- January - June 1967

Administrative Procedures (ft)	9 - 13 Jan 27 Feb - 3 Mar 24 - 28 Apr 12 - 16 Jun 26 - 30 Jun
ADP Orientation (ft)	17 - 19 Jan 14 - 16 Feb 21 - 23 Mar 2 - 4 May 13 - 15 Jun
25X1A 	Scheduled as required
Basic Country Survey: USSR (ft)	To be scheduled
Career Trainee Program	Specific courses are identified "for CTs"
Challenge of Worldwide Communism (for CTs)	13 Mar - 7 Apr 3 - 28 Apr
Chiefs of Station Seminar (ft)	9 - 20 Jan 17 - 28 Apr 19 - 30 Jun
China Familiarization (ft)	6 - 10 Feb 6 - 10 Mar 3 - 7 Apr 22 - 26 May
China Operations (ft) (for CTs)	16 - 27 Jan
CIA Introduction (pt) (for EODs)	Each Monday (a. m.)
CIA Review (pt)	10 Jan 14 Feb 14 Mar 11 Apr 16 May 13 Jun

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Clandestine Scientific & Technical Operations (ft)	8 - 19 May
Clandestine Services Records I (ft)	27, 29, 31 Mar
(for CTs only, as part of Headquarters Desk Training)	9 - 20 Jan 30 Jan - 10 Feb (Wed) 31 May - (Tues) 13 Jun
Clandestine Services Records II (ft)	3 - 7 Apr
Clandestine Services Records III (ft)	10 and 11 Apr
Clandestine Services Review (ft)	(Tues) 24 Jan - 3 Feb (Wed) 31 May - 9 Jun
Clerical Induction (pt) (for EODs)	According to EOD input
Clerical Orientation (ft) (for EODs)	Weekly
Clerical Refresher (pt)	9 Jan - 3 Feb 13 Feb - 10 Mar 20 Mar - 14 Apr 24 Apr - 19 May 29 May - 23 Jun
Communist Party Organization and Operations (pt)	To be scheduled
Conference Techniques (pt - Wed a. m.)	15 Feb - 26 Apr
Counterintelligence Familiarization (ft)	6 - 15 Feb 3 - 12 Apr 22 May - 2 Jun
Counterintelligence Operations (ft)	6 - 24 Mar 29 Feb - 17 Mar
Covert Action Operations (pt)	23 Jan - 10 Feb 1 - 19 May cancelled
	13 - 24 Mar 8 - 19 May

25X1C

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25X1C [REDACTED]	Scheduled as required
DIA/JCS Orientation (ft)	28 and 29 Mar
Effective Speaking	To be announced
Field Finance and Logistics (ft)	6 - 24 Feb 10 - 28 Apr 12 - 30 Jun
Geography of the USSR (ft)	To be scheduled
Grid (ft) (for CTs)	9 - 13 Jan 23 - 27 Jan (Wed) 31 May - 9 Jun (Wed) 14 - 23 Jun
Information Reporting, Reports and Requirements (ft)	9 - 27 Jan 27 Feb - 17 Mar 10 - 28 Apr 5 - 28 Jun
Information Reports Familiarization (ft)	6 - 10 Feb 13 - 17 Feb 27 - 31 Mar 8 - 12 May 15 - 19 May 26 - 30 Jun
Instructor Training	Scheduled as required
Intelligence for Operations (ft)	6 - 24 Feb 24 Apr - 12 May
Intelligence Production (ft) (for CTs)	16 Jan - 17 Mar 12 Jun - 11 Aug
Intelligence Research - Map and Photo Interpretation (ft) (for NPIC)	13 Feb - 1 Mar
Intelligence Research Techniques (ft) (for NPIC)	8 - 26 May (OTR portion -- 15 - 26 May)

Schedule of OTR's Courses -- January - June 1967

Intelligence Review (ft)	1 - 12 May
Intelligence Techniques (ft) (for CTs)	13 - 31 Mar 10 - 28 Apr
Introduction to Communism (ft)	3 - 13 Jan 16 - 27 Jan (for NPIC) 30 Jan - 10 Feb 27 Feb - 10 Mar 22 - 31 Mar 1 - 12 May 5 - 16 Jun 3 - 14 Jul (2nd half of IOC beginning 19 Jun)
Introduction to Intelligence (ft)	16 - 27 Jan 13 - 24 Feb 3 - 14 Apr 17 - 28 Apr 22 May - 2 Jun 19 Jun - 30 Jun
Language Courses: See end of schedule	
Management (GS-11 - 14) (ft)	6 - 10 Feb 27 - 31 Mar 8 - 12 May
Managerial Grid (for GS-14s) (ft)	13 -(Sat) 18 Mar
Management Planning (Advanced) (ft)	22 - 26 May 26 - 30 Jun
Maritime Operations	Scheduled as required
Midcareer Executive Development Course (ft)	23 Jan - 3 Mar 10 Apr - 19 May
25X1C [REDACTED]	9 - 27 Jan 13 - 31 Mar 5 - 23 Jun

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Operations (ft) (for CTs)	1 May - 4 Aug
Operations Familiarization (ft)	27 Feb - 24 Mar 1 - 26 May
Operations Support (ft)	23 Jan - 17 Feb 13 Mar - 7 Apr 8 May - 2 Jun
Orientation to Intelligence (ft) (for CTs)	27 Feb - 10 Mar
Orientation for Overseas (ft)	3 - 4 Jan 7 - 8 Feb 7 - 8 Mar 4 - 5 Apr 2 - 3 May 6 - 7 Jun
Orientation for Training Assistants (ft)	25 Jan
Orientation for Training Officers (ft)	1 - 2 Feb
Review for Principals Selected for Senior Officers Schools (ft)	13 - 15 Jun
Senior Management Seminar (ft)	(Sun) 23 - 28 Apr
Soviet Operations (ft) (for CTs)	3 - 13 Jan
Special Operations (ft)	1 May - 18 Aug
Supervision (GS-5 - 10) (ft)	27 Feb - 3 Mar 24 - 28 Apr
Support Services (ft) (for CTs)	16 Jan - 3 Mar 12 Jun - 28 Jul
Support Services Review: Trends and Highlights (ft)	28 Feb - 3 Mar 4 - 7 Apr 6 - 9 Jun
Typing for Professionals (Basic) (pt -- off-duty hours)	Scheduled as required

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Vietnam Orientation (ft)	10 - 12 and 17 - 19 Jan 13 - 17 Feb 20 - 24 Mar 10 - 14 Apr 15 - 19 May 19 - 23 Jun
Writing Workshop (Advanced) (pt - Tues, Thurs) (for NPIC)	3 - 23 Jan
Writing Workshop (Basic) (pt)	(Fri) 13 Jan - 2 Feb (alternate days) 9 May - 1 Jun (Tues and Thurs) 13 Feb - 3 Mar (for NPIC)
Writing Workshop (Correspondence)	Enroll anytime
Writing Workshop (Intermediate) (pt)	16 Jan - 3 Feb (alternate days) 8 - 31 May (Mon and Wed)

Language Courses

Because of the considerable increase in demands for language training in 1967 it is necessary to set the following dates for the beginning of full-time classes in the common languages: 30 January and 6 March.

In Chinese and Japanese: 30 January.

All part-time classes will begin on: 6 March.

Requirements for language training at any other time will be difficult to fill.

Most of the classes will be at the basic spoken level in the common languages or in languages in which the OTR Language School has usually conducted classes. The School can and undoubtedly will provide instruction at the intermediate or advanced levels. There will also be classes in reading.

The Language School has the capability of teaching in many of the more unusual languages. For further information call extension 3477 or 3271.

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Schedule of OTR's Courses -- January - June 1967

<u>Pretests for Clerical Refresher Courses:</u>	<u>Typewriting</u>	<u>Shorthand</u>
	4 Jan	5 Jan
	8 Feb	9 Feb
	15 Mar	16 Mar
	19 Apr	20 Apr
	24 May	25 May
	28 Jun	29 Jun

<u>Qualifications Testing for Agency Stenographers and Typists:</u>	<u>Typewriting</u>	<u>Shorthand</u>
	3 Jan	3 Jan
	16 Jan	17 Jan
	6 Feb	7 Feb
	20 Feb	21 Feb
	13 Mar	14 Mar
	27 Mar	28 Mar
	17 Apr	18 Apr
	8 May	9 May
	22 May	23 May
	12 Jun	13 Jun
	26 Jun	27 Jun

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